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OCTOBER 2010 – SEPTEMBER 2011

ANNUAL PERFORMANCE REPORT YEAR ONE

September 30, 2011

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ACRONYMS

ACOP	Acting Chief of Party
ADS	Automated Directives System
BEED	Bureau d'Etudes et d'Expertise pour le Developpement
BRDG	Building Recovery & Democratic Governance (Project implemented by DAI)
CEPAS	Centre d'Etudes pour l'Action Sociale
CDC	Center for Disease Control
COP	Chief of Party
COTR	Contracting Officer's Technical Representative
CRS	Catholic Relief Services
DAI	Development Alternatives, Inc.
DQA	Data Quality Assessment
DRC	Democratic Republic of the Congo
dTS	Development & Training Services, Inc.
EG	Economic Growth
EDC	Educational Development Center
FSN	Foreign Service National
GBVIMS	Gender Based Violence Information Management System
GDRC	Government of Democratic Republic of Congo
GIS	Geographic Information System
IP	Implementing Partner
IMA	Interchurch Medical Assistance
IR	Intermediate Result
IRC	International Rescue Committee
M&E	Monitoring and Evaluation
MSI	Management Systems International
N/A	Not-Applicable
NGO	Non-Governmental Organization
OP	Operational Plan
PIRS	Performance Indicator Reference Sheet
PMP	Project Management Plan
SGBV	Sexual and Gender Based Violence
SP	Social Protection
SOW	Scope of Work
TBD	To Be Determined
US	United States
USAID	United States Agency for International Development
USG	United States Government

DISCLAIMER

The authors' views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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PROJECT OVERVIEW

PROJECT BACKGROUND

Development Training Services (dTS) holds the Monitoring and Evaluation Services Contract for USAID/DRC from September 2, 2010 – September 1, 2012. The dTS Kinshasa Office provides service to the Mission in four main areas.

1. Strengthen Performance Monitoring. The M&E Project will further develop performance monitoring overall, with the end of project result of building a robust system for the Mission, including:

- Reviewing and strengthening the strategic monitoring system including Results Frameworks, PMPs, DQAs, and standardized indicators across the portfolio to the extent they are applicable. The primary focus, during the initial year of the project, will be on developing the M&E systems at the technical office level, and includes all of the technical areas encompassing the Mission's portfolio.
- Facilitating performance monitoring conducted by the IPs by meeting with them in quarterly partner meetings, or through other venues, to review partner M&E plans and systems including the Results Frameworks and PMPs of existing partners, and by making recommendations. As part of this process, the M&E Project will systematically review incoming partner PMPs to ensure compatibility with the emerging Mission Results Frameworks it will be working to develop. For all partners, the M&E Project will review performance data on a quarterly basis, and attend to any data quality issues that emerge. Part of this activity will require verification activities to be carried out by the project, in consultation with the technical offices.
- Collecting and inventorying all relevant M&E strategic documents to inform development of the Mission's performance monitoring system.

2. Assist the Mission with evaluation services. The project will ensure evaluations meet Mission needs and conform to ADS standards by:

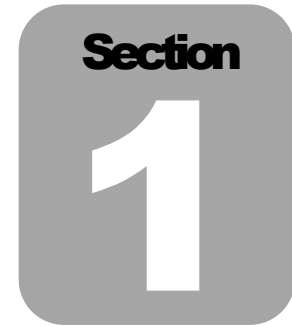
- Providing evaluation assistance, working with the Mission to develop a program of evaluations and assessments for each year.
- Producing evaluations or other analytic activities as directed by the Mission.
- Overseeing and/or advising on evaluations conducted by IPs or third parties.

3. Capacity development. The M&E Project will provide guidance and mentoring to USAID staff (and selected IPs) on major M&E functions and tasks, including:

- Technical assistance on performance monitoring.
- Recommendations for strengthening internal M&E capacity.
- 'How-to' reports for M&E processes.
- Two M&E workshops per annum.

4. M&E information management and dissemination. The project will:

- Develop a system for information management and assess the feasibility of a comprehensive MIS/GIS system to support the Mission's performance reporting.
- Work with the project's accumulated data, the project will prepare information briefs to highlight and explain Mission performance to USG and GDRC stakeholders, and others.
- Work with the Mission to develop a strategy and guidelines for preparing the 2013 Portfolio Review, and will assist the technical area offices in this task.



PROJECT HIGHLIGHTS

Highlights during the first year of operation, September 2010 – September 2011, for the USAID/DRC M&E Project include:

Quarter 1 October – December 2010:

- The Monitoring & Evaluation Services for USAID/DRC contract was awarded to Development and Training Services (dTS) for operation starting September 2, 2010.
- The Acting Chief of Party, Thomas Carson, arrived in Kinshasa on October 23. The M&E Project began operation in the field October 25, with local staff, Budget and Finance Specialist Jean Mariel Kisenda Mbuta and Partner Coordinator/Operations Manager Francois Mulawa. Office Manager Marie-Jeanne Koy Mayungu joined the project shortly afterwards.
- The M&E project established long-term office space at 300 Ave. de la Paix, Gombe October 28.
- The Senior M&E Advisor, Alexandre Diouf, joined the project on November 9.
- The draft Annual Work Plan was submitted to USAID November 12. A Revised Annual Work Plan was resubmitted December 7, along with the draft Performance Management Plan (PMP).
- M&E Project staff joined the Mission's Social Protection team leader for their first joint Social Protection partners meeting on November 23.
- The ACOP and Senior M&E Advisor traveled to Eastern Congo December 8 – 12 on a fact finding trip to meet with implementing partners for Social Protection and Peace and Stability in Goma and Bukavu. This fact finding trip formed the basis for scopes of work for the SGBV Assessment and the MSI & CRS Evaluations completed in Q4, as well as coordination meetings with potential local partners. The trip also advanced work done in harmonizing indicators for the Social Protection PMP.
- M&E Project staff joined the Social Protection team leader for their second joint Social Protection partners meeting December 15.
- Annual Work Plan was approved December 20. The project PMP was also approved pending revision.
- Accord Cadre was signed by the Ministry of Planning to authorize a working agreement between GDRC and dTS on December 23.

Quarter 2: January – March 2011:

- The first M&E capacity building workshop was held. Pre and post tests of participants showed a 60% improvement in attendee's grasp of M&E concepts and practices.
- dTS attended the January Social Protection IP meetings.
- Assistance was provided to USAID PROVIC in the design of an Excel-based data analysis tool.
- dTS participated in the GBV IMS Workshop organized by IRC for all DRC SGBV implementing partners and UN agencies.
- dTS participated in the February extended SGBV IP meeting and presented the dTS-designed coding system for the beneficiaries of the SGBV projects.
- Finalized the draft for the SP technical office's Result Framework.
- dTS staff prepared a presentation on the coding system of the beneficiaries of the SGBV activities and delivered it during a MONUSCO-USAID-OCHA-dTS meeting.
- Capacity Building Assessment methodology paper was drafted and submitted to the mission for review.
- The SOW for the DAI/BRDG evaluation was approved on February 23rd.
- Revised the second version of the UN Habitat Work plan. This second version has been accepted and approved.
- dTS participated in a meeting about reporting SGBV incidents in the DRC. The meeting was called and led by GoDRC and was also attended by MONUSCO, OCHA, and USAID.
- Participated in the March extended SGBV IP meeting held at COOPI.
- Participated in the review of the IMA SGBV database architecture. The database is almost completed and should be presented to the other USAID IPs in the next SP IP meeting.
- The Economic Growth PMP was revised, commented on, and submitted back to the EG technical office for further review.
- The inventory of the USAID M&E documents was completed and approved on June 24th.
- Version 4 of the SP PIRS and Database was submitted, approved by the SP staff and accepted by all SP IPs as being the basis of their quarterly reports.

Quarter 3 April – June 2011:

- dTS participated in the April, May and June extended SGBV IP meetings hosted by at USAID, IMA and IRC respectively.
- dTS participated, with USAID – SP, in a meeting to review the IMA database structure.
- The third iterations of the PMPs for all USAID DRC Technical offices were finalized and submitted.

- dTS gathered and shared with the Mission, information about its activities in Luvungi, Eastern Congo and completed a debriefing and presentation of the evaluation findings as part of the MSI/CRS comparative evaluation.
- Draft result frameworks for USG, USAID and SP DRC SGBV activities were finalized.
- Met with USAID and CDC staff to discuss the draft USG SGBV Result Framework.
- Revised SOW for the SGBV evaluation was received from the Mission and multiple revisions were made to the evaluation's budget.
- dTS commented on the midterm evaluation of the BEED project on behalf of the Education Office.
- Designed and finalized a database with a detailed inventory of the activities under each IP within the Social Protection Technical Office.
- Finalized the coding system for SGBV incidents reported and supported by all USAID IPs.
- dTS attended the GBVIMS meeting held in Kinshasa.
- Met with IRC to discuss the congruence of indicators in their PMPs with those in the USAID DRC Technical Office PMPs.
- Met with EDC to discuss the congruence of indicators in their PMP with those in the USAID DRC Education Technical Office PMP.
- The CRS/MSI evaluation was carried out. Final branded copies were submitted on August 2nd.
- dTS attended a meeting with EDC and IRC to discuss the pre and post tests for the teacher training curriculum.
- The Scope of Work for the Gender Assessment was finalized and approved by USAID on June 10.

Quarter 4 July – September 2011:

- Third iteration of the EG PMP was submitted.
- Direct technical assistance was provided to SP IP IRC to advise on the drafting of the ESPOIR project's PMP.
- Meetings were held with IMA to advise on the SP office's standard indicators.
- Coordination meetings were held with MEASURE's Senior M&E advisor about the M&E agenda for the Health Office on July 6th.
- DAI FPPM was provided with technical assistance in setting up their PMP in line with the Mission's.
- The Social Protection office's portfolio database was finalized.
- SGBV incident/survivor coding system was finalized and accepted by all the SP implementing partners.
- A listing of all USAID supported health centers with PEP kits was compiled and submitted to assist the SP office in responding to a special information request.

- An employment agreement with Alain Musangu was reached to fill the second M&E position on the project. Mr. Musangu will be starting work with the project on or about October 17, 2011.
- Meetings were held with the DG and P&S offices to discuss ongoing DQAs and evaluations of activities.
- The final evaluation of the DAI BRDGE project was received from dTS's partner CEPAS and went through three revisions. A final, branded version was submitted to the Mission on September 30th.
- SGBV assessment field work was completed. The report should be submitted early in the next quarter.
- Final SOW for the GIS/MIS assessment was sent to the Mission for approval on August 8th. The Assessment was begun on September 13 and the final report will be submitted early in the next quarter.
- Once confirmation from the DG office was received about the need for a final evaluation of the PACT artisanal mining project, a final SOW was submitted on July 28th. The evaluation began on the 18th of August and was completed in September. The final, branded report was submitted on September 30th.
- The comparative evaluation of the MSI and CRS projects was completed with the final, branded versions of the report submitted on August 2nd. DQAs for these projects were also submitted on July 29th. After receiving comments on the MSI report, revisions were sent on August 5th, while the CRS revisions were submitted on September 16th.
- Final versions of the PMPs for the DG, Education and P&S offices were submitted on August 5.
- Following multiple planning meetings throughout the quarter, DQAs mission were carried out to Banundu, Katanga and Maneima to Internews Network and IFES.
- Met with all USAID DRC technical offices to discuss a plan for their next DQAs and upcoming evaluations for FY 2012.
- dTS conducted an internal audit of its financial and operational systems and installed a new Quickbooks based accounting system.

PROGRESS AND ACCOMPLISHMENTS

The dTS DRC M&E project has had an active first year with a range of services provided to all of the Mission's technical offices as well as a number of implementing partners. dTS personnel also led the development of a new coding system to track SGBV instances and the assistance provided to victims through USAID IPs. Technical assistance was also provided to implementing partners to revise and harmonize their PMPs with the Mission's. Four projects were evaluated and two major assessments, the MIS/GIS assessment and the SGBV assessment were undertaken and are due to be finalized early in the next quarter. What follows is an examination of the project's activities and accomplishments as well as a discussion of some of the challenges in implementation and recommendations for overcoming them in year two.

Quarters One and Two of the USAID/DRC M&E project were very active with project start up and initial meetings with Technical Area Offices and implementing partners to discuss M&E needs. Following this, priority was given to assisting the Social Protection Technical Office to put in place a standard reporting system, PMP and results framework. Project staff met with SP IPs to standardize indicators reported to the USG and conducted fact finding missions and finalize plans for further evaluations and assessments.

Developing Performance Management Plans (PMP) for each technical office was a high priority for the project. Final versions of PMPs for four of USAID/DRC's technical area offices have been submitted to the technical teams. The Health Office PMP is under revision by MEASURE Evaluation and dTS has not been called upon to assist with this office's performance management and M&E systems. Meanwhile, the Economic Growth Office (EG) Technical Office's portfolio has been going through a period of transition and was not finalized till September of 2012. While substantial work was done and a final version of this office's PMP was submitted, it was not approved given this issue with the EG portfolio as well as key staff being out of the country. The EG PMP will need to be revised to reflect changes in its portfolio, namely the close of its environment program and the expansion of the mining program.

One of the project's most significant achievements which began in the second quarter has been the development and implementation of a new coding system for recording incidents of SGBV as well as tracking assistance provided through USAID activities. Unique identifiers for each case enable them to be tracked across projects, IPs and, in future, donors offering various types of SGBV related assistance. The old system was subject to counting errors and individual cases were difficult to track as victims sought various types of assistance, medical, legal, psychological, etc., from various donor funded providers all providing different services to the same person. This new coding system was adopted by all USAID funded SGBV programs on July 2011 and efforts are on-going to have it adopted by the wider donor community as well as the DGRC.

At the start of the 2011 calendar year dTS held an M&E capacity building workshop for twenty eight USAID and IP staff. The workshop was lead by two researchers from dTS's sub contractor, Mathematica Policy Research. The training covered a number of topics about M&E basics including: results frameworks, PMP development, logical frameworks, indicator selection, and target setting. Pre and Post tests were administered and at the start of the training, 37% of the participants were able to answer the M&E questions correctly, whereas afterward, 60% were able to do so. Trainers also facilitated discussions on USAID evaluation policies and provided strategic advice for the Mission's evaluation strategy.

dTS has also carried out four evaluations and DQAs requested by the Mission in quarters three and four. The first two were a comparative evaluation and DQA of two Peace & Security projects: MSI's Ex-combatant Reintegration in North & South Kivu and CRS' Mobilizing Communities for Reconciliation in Eastern DRC. While each project was evaluated independently, linking these evaluations in a comparative report allowed for the team to focus on issues central to both projects: the community reconciliation process, best practices, and sustainability. The study was carried out by dTS's implementing partner, BEED with supervision and oversight from dTS staff.

The third evaluation was a final evaluation of the DAI BRDGE governance project which ended over a year ago. dTS' partner CEPAS carried out the evaluation to determine: 1) What remains in place as a result of the project's interventions; 2) Net carryover attributable to other programs; and 3) any external factors that may have influenced the project's outcome. Field work and drafting of the report was carried out in quarter three. A final translation was submitted to the Mission on September 30th.

dTS staff teamed with the Mission's M&E specialist to complete a final evaluation and DQA of the P&S Office's Copper, Cobalt & Conflict project implemented by PACT in Katanga. This project operated in three sites across the province and aimed to reduce mining related conflict between communities and mining related institutions by establishing conflict resolution mechanisms and improving understanding of mining legislation. The dTS lead team reviewed the project to determine whether USAID's expectations and goals were met. Field work was completed in quarter four and the final report was submitted in September.

Three special studies were also begun in this quarter. A dTS team has completed field work for a sector assessment of USAID/DRC SGBV activities under the SP technical office across the country. The assessment looks back at the last five years of USAID's SGBV response activities to compare the strengths, weaknesses and practices against common norms and standards in the field. Ultimately the assessment will make recommendations for strengthening USAID SGBV programming. The final report will be submitted early in the next quarter. These findings will be incorporated in a larger Gender Assessment to be completed in the Second Quarter of FY2012.

The second study is an assessment of the Mission's requirements for designing and implementing a MIS/GIS system. Begun in Q4 of FY2012, the findings will be submitted early in Q1 of FY2012. This assessment will explore the pro and con arguments of implementing Mission level MIS/GIS, outline the resources needed for designing and implementing such a system and layout a roadmap for implementation. Finally an assessment of the Mission's capacity building efforts across all of its activities was begun in Q4, however additional financial data, which has been requested, is needed from the Mission and IPs in order to complete the assessment.

Finally, the dTS team responded to a number of ad-hoc requests to assist the Mission in responding to various inquiries about programming. The dTS team prepared presentations on new SGBV incident tracking and gathered information on activities in remote parts of the country. In addition to these information requests, the team also responded to multiple requests from IPs to help fine tune their PMP's and M&E systems throughout the year.

PROBLEMS, OBSTACLES, & SOLUTIONS

Overall, there has been a lack of demand for evaluations. Many of the mission's activities are not ready for mid-term and/or final evaluations so there have not been many requests for evaluations originating from the technical offices. Of the evaluations and assessments that have been approved there were delays in finalizing

SOWs with technical teams and gaining subsequent approval for them. However, once approved, evaluations began within a matter of weeks. The main reason for the miscalculation about the number of evaluations that would be needed was that many of the activities in the current portfolio have ended, just begun recently or were extended in the past year rendering them ineligible for evaluations. These extensions were not anticipated when the year one work plan and PMP were finalized for the project.

A further complicating factor in implementing DQAs as well as evaluations has been the difficulty and length of time needed to move through the country. Many activities have multiple project sites located in difficult to access areas and a single trip can span two to three weeks. While this has posed a challenge for the project, dTS is working to consolidate trips so that evaluations are combined with DQA missions to make use of the limited time efficiently. Additionally, many of the activities that were thought to need DQAs actually have older ones that are valid lessening the overall demand for DQAs.

One task that the project is behind on is the production of fact-sheets, how-to documents, performance reports and success stories. In the case of the success stories, the planned evaluations were intended to provide source material so the lack of evaluation demand was a factor in these not being produced. While, dTS DRC M&E was not able to complete these tasks as planned, the project will bring additional resources to bear in the early part of the following year to catch up on them particularly the how to documents and fact sheets.

Additionally, dTS did have considerable difficulty in finding a second M&E specialist to support the project. There is very high demand for experienced M&E specialists who are able to work with technical documentation in English and French. Those select few that are able to offer this skill-set are well aware of their market value and are able to negotiate terms such as substantial increases in compensation, consultant contracts rather than full time employment, and expat equivalent benefit packages. These are difficult to respond to while keeping within USAID regulations. For these reasons, most implementing partners bring in third-country nationals to fill high level M&E positions such as this. dTS's budget was not structured to support non-Congolese staff in these positions. We have found a new staff member who is due to start in October. This will enable the project to move faster in responding to Mission request, as well as play a more proactive role in helping to anticipate Mission needs for evaluation services.

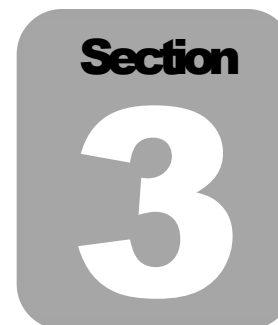
In order to better manage ad-hoc requests, dTS will propose the use of a "work order" format to handle these requests. This format will also be useful for Technical Offices to request the drafting of Success Stories, "How-To" reports as well as additional analytical work throughout the year. This would enable clear documentation of Mission needs, and create a faster consensus on SOWs thereby reducing approval and design related delays and hopefully help dTS improve its services.

The dTS M&E project was tasked with assisting the Mission with quarterly performance reporting, receiving the required data to assist in this task has proven challenging. IPs are often late in reporting their results to Technical Offices and there has been difficulty in getting quarterly reports on activities from the Mission. dTS suggests the implementation of a new, simple reporting protocol to rectify this situation for the following year of the project. dTS will design a rudimentary reporting tool for IPs to report their performance indicator data to, preferably, a single person in the Mission (such as the M&E specialist) every quarter, where the data will be consolidated and sent to dTS and activity managers for analysis and use in reporting. In the future it is hoped that this task will be automated through the use of a Mission level MIS system, however dTS believes this solution will be the most effective solution at present.

Finally, John Schamper, COP and Alexandre Diouf, Senior M&E Advisor, will be leaving the project at the close of the quarter, and a new team will be in place in the first week of next quarter.

No other problems were encountered during the reporting period.

ANNUAL PROJECT INDICATORS UPDATE



Ind. Ref. #	Result Indicator	Planned annual target results	Activities	Actual Annual results	Comments
Component1: Mission-level Performance Monitoring Strengthened					
1.1	Effective and efficient Mission-level Monitoring and Evaluation system implemented	6	<ul style="list-style-type: none"> • IP indicators were harmonized with those in the Technical Office's PMPs. • Final versions of the PMPs have been submitted to 5 of the 6 offices • 4 of the targeted 6 have been accepted by the Technical Offices and await final Mission approval 	4	<ul style="list-style-type: none"> • The mission level M&E system will be completed after each technical office has an updated PMP. • The Health Technical Office's PMP will be finalized by the MEASURE project and not dTS • The EG Office's PMP was delayed due to impending changes in the Office's portfolio as well as unavailability of senior staff who were out of country
1.2	Number of monitoring plans	6	<ul style="list-style-type: none"> • The UN Habitat Annual Work Plan has been reviewed and approved for submission 	1	<ul style="list-style-type: none"> • No other requests for this service have been received.
1.3	Percentage of newly designed projects with PMPs aligned to ADS requirements	100%		N/A	<ul style="list-style-type: none"> • No new projects have been designed since the start of dTS M&E implementation.

Ind. Ref. #	Result Indicator	Planned annual target results	Activities	Actual Annual results	Comments
1.4	Number of DQAs performed	15	<ul style="list-style-type: none"> DQAs were performed for MSI, CRS, IFES-VOICE, DAI-PBG and INN 	12	<ul style="list-style-type: none"> M&E Systems were reviewed and recommendations made for INN DG projects when the DQA team sent to review the project discovered the projects were still too new for a formal DQA Many of the Mission's activities have either been extended or are ending in Q4 or have DQAs that are still valid so the DQAs have been postponed or deemed unnecessary This indicator counts the number of indicators that have had DQAs performed
1.5	Number of quarterly performance indicator summaries produced	4		0	<ul style="list-style-type: none"> dTS has not received any reports from the Mission. The aggregation should come from the different reports received from the different technical offices. This is complicated by delays in IP's reporting data on time.
1.6	Percentage of Common indicators standardized	100%	<ul style="list-style-type: none"> SP, DG, P&S have been finalized EG is awaiting approval 	100% of indicators in completed PMPs	<ul style="list-style-type: none"> The SP, DG and P&S final PMPs have been submitted. The EG office's PMP is delayed due to a lack of clarity in their portfolio and key staff being out of country

Component 2: Effective Evaluations conducted on mission programs

Ind. Ref. #	Result Indicator	Planned annual target results	Activities	Actual Annual results	Comments
2.1	Percentage of evaluation reports that comply with ADS requirements	100%	<ul style="list-style-type: none"> dTS commented on the midterm evaluation of the UNICEF BEED evaluation. 	100%	<ul style="list-style-type: none"> Evaluations undertaken by dTS are consistent with ADS requirements
2.2	Number of evaluations	15	<ul style="list-style-type: none"> MSI mid-term evaluation CRS mid-term evaluation PACT mid-term evaluation DAI/BRDG final evaluation 	4	<ul style="list-style-type: none"> There has been limited demand for evaluations from the Mission These evaluations have been delayed due to delays in finalizing and gaining approval for SOWs
2.3	Number of baseline or feasibility studies completed	5		0	<ul style="list-style-type: none"> No baseline or feasibility study has been commissioned during the reporting period
2.4	Number of special studies	5	<ul style="list-style-type: none"> Capacity building assessment has begun SGBV Assessment fieldwork and report drafted MIS/GIS Assessment field work completed 	0	<ul style="list-style-type: none"> No other special study has been commissioned during the reporting period Reports for these Assessments are expected to be submitted early in the next quarter
2.5	Number of sector assessments	1		N/A	<ul style="list-style-type: none"> None have been commissioned

Component 3: Information Dissemination Systems Improved

Ind. Ref. #	Result Indicator	Planned annual target results	Activities	Actual Annual results	Comments
3.1	Percentage indicating 'improvement' in USAID's reporting process	75%		N/A	<ul style="list-style-type: none"> No survey has been implemented
3.2	Number of information gathering or research activities	30		43	
3.3	Number of brief results summaries on the Mission's program	5		0	<ul style="list-style-type: none"> These summaries will be agreed upon with the Mission as a priority during Portfolio Review. There has been great difficulty in getting access to IP's quarterly reports and accompanying formation.
3.4	Number of annual mission portfolio reviews successfully completed	6		0	<ul style="list-style-type: none"> The Mission had not organized any portfolio review over the period referred to in this report The first review is scheduled for November. dTS is making preparations to support the technical offices in this.

Component 4: M&E capacity developed among mission staff and selected IPs

Ind. Ref. #	Result Indicator	Planned annual target results	Activities	Actual Annual results	Comments
4.1	Percentage of trainees giving correct answers for skills and knowledge on M&E post training assessments	80%	A M&E capacity building workshop was held in January 2011	60%	<ul style="list-style-type: none"> In general, before the workshop, only 37% of the workshop attendants were able to give correct answers to the pre test questions whereas 60% were able to do so in the post test evaluation
4.2	Number of people trained in Monitoring and Evaluation	20	M&E workshop organized in January 2011	28	<ul style="list-style-type: none"> 28 people attended the workshop Informal capacity development was provided through direct interaction with IP staff
4.3	Number of "How-to-reports" notes produced	10		0	<ul style="list-style-type: none"> None have been completed this reporting period

Section

4

KEY EVENTS & MEETINGS

TRAININGS

TITLE	DATE	Participants			Outcome/Result
		Male	Female	Total	
M&E capacity building workshop	18- 21 January 2011	19	9	28	<ul style="list-style-type: none"> 32% of those who took the pre test were capable of correctly identifying the three levels of a USAID RF whereas in the post test, a 100% of them did it correctly. 28.5% correctly identified the two uses of a RF in the pre test whereas 32% were able to do so in the post test. Only 14% of the workshop attendees were able to identify the key elements of a PMP in the pre test, whereas 32% were able to do so in the post test. 71.4% of the workshop attendees were able to identify good criteria for a performance indicator before the workshop while 96% were able to do so afterwards. 39% were able to identify three sources of data for a performance indicator in the pre test, whereas 40% were able to do so in the post test. The results show that there has been a clear knowledge increase for the workshop attendants. In general, before the workshop, only 37% of the workshop attendants were able to give correct answers to the pre test questions whereas 60% were able to do so in the post test evaluation.

MEETINGS

Meeting with	DATE	Purpose	Outcome/Result
USAID/DRC DG Office: Agathe Tshimpanga	10/28/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
USAID/DRC Health Office: Joshua Karnes, Pamela Mandel, Jose Thofa	11/1/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
USAID/DRC Social Protection Office: Sarah Rasmussen	11/1/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
USAID/DRC EG Office Mobula Meta	11/2/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
USAID/DRC ED Office: Alpha Bah, Aliou Tall	11/3/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
USAID/DRC P&S Unit: Luis Moratinos-Munoz, Luis, Mohamed Dansoko	11/5/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
USAID/DRC DG Office: Agathe Tshimpanga	10/28/2010	M&E Systems and Needs Assessment	Follow-up meeting, handover of documents
USAID/DRC Health Office: Joshua Karnes, Pamela Mandel,	11/1/2010	Health RF	Comments provided by M&E Project on Health RF, finalization of RF
USAID/DRC EG Office Joseph Hirsch, Joshua Mobula Meta	11/23/2010	M&E Systems and Needs Assessment	Further agreement about M&E Project support, handover of EG documents
USAID/DRC ED Office: Aliou Tall	11/19/2010	M&E Systems and Needs Assessment	Handover of Ed M&E documents
USAID/DRC P&S Unit: Luis Moratinos-Munoz, Luis, Mohamed Dansoko	11/5/2010	M&E Systems and Needs Assessment	List of documents, preliminary agreement about timing of RF/PMP development, turn-over of documents, areas for M&E Project Support
IMC Bukavu: Jacques Katele, Jacques Katele, Joseph Ciza	12/6/2010	Fact Finding / Social Protection	Clarification of SGBV counting of beneficiaries
COOPI Bukavu: Mr Alfredo Calabrese Mme Daniela Grecco Mr Alberto Battagin	12/6/2010	Fact Finding / Social Protection	Clarification of SGBV counting of beneficiaries

Meeting with	DATE	Purpose	Outcome/Result
IMC Bukavu: Cindi Scarlett (COP) Mr Mathurin Dodo Mr Tony	12/6/2010	Fact Finding / Social Protection	Clarification of SGBV counting of beneficiaries
MSI Goma: Herve de Bailienx (COP)	12/9/2010	Fact Finding / P&S SOW preparation	Background information gained for development of evaluation SOW
INTERNATIONAL ALERT Bukavu Mme Sarah Hugues (DCOP)	12/10/2010	Fact Finding / P&S SOW preparation	Background information gained for development of evaluation SOW
IMC Bukavu Brandi Walker Mathurin Dodo Tony	12/10/2010	Fact Finding / Social Protection follow-up	Clarification of SGBV counting of beneficiaries
DAI: Toby Vaughan	12/16/2010	Fact Finding / EG SOW preparation	Background information gained for development of evaluation SOW
CEPAS: Pere Ferdinand	Multiple Occasions	Discuss the DAI Bridge Evaluation	Proposal was received from CEPAS for the evaluation
BEED: Binini	Multiple Occasions	Discuss the CRS MSI evaluation	Proposal was received from BEED for the evaluation
PROGRAM OFFICE : Allyson Gardner	3/29/2011	Discuss the project progress	Update was given about the different SOWs awaiting feedback from the mission and logistical problems was solved
PROGRAM OFFICE : Allyson Gardner	3/14/2011	Discuss the project progress	Update was given about the different SOWs awaiting feedback from the mission and logistical problems was solved
USAID/DRC Mission Director and the program staff	Multiple Occasions	Discuss the USAID DRC M&E project progress and the different evaluation to be undertaken in year 1 and 2 of the project	Evaluation and DQAs plans to be drafted for FY 12
IRC Education	Multiple Occasions	Discuss their PMP and its congruence with USAID DRC Education PMP	USAID DRC ED PMP finalized
IRC SGBV	Multiple Occasions	Discuss the coding of the SGBV incidents; Gather information and discuss the architecture of the USHINDI database	IRC agreed on the coding proposed by dTS for the SGBV incidents; Increased knowledge and adoption of the database

Meeting with	DATE	Purpose	Outcome/Result
USAID/DRC Program Office	Multiple Occasions	Budget amendment for SGBV assessment	Budget amendment completed in July 2011
Social protection IPs	Multiple Occasions	Discuss the SGBV projects progress and planning	Increase knowledge of the projects and their upcoming plans.
USAID and CDC staff	Multiple Occasions	Discuss the draft results frameworks of the USG, USAID and SP SGBV work.	Adoption of the three results frameworks, which have to take into account some concerns from the meeting attendants.
CEPAS	Multiple Occasions	Discuss the data collection tools for the DAI BRDG evaluation and finalize logistics for the evaluation	Data collection tools and logistics finalized
BEED	Multiple Occasions	Finalize the data collection tools and discuss logistics for the CRS MSI assessment.	Data collection tools and logistics finalized
USAID DRC Technical Offices	Multiple Occasions	Discuss DQAs and evaluation plans for FY 2012	Fy12 DQA and evaluation plans to be finalized.
IRC GBV Coordinator	7/1/11	Technical assistance on the ESPOIR PMP	Revised project PMP
IMA technical staff	7/5/11	Technical assistance	Discussions on SP standard indicators
MEASURE Senior M&E Advisor	7/6/11	Discussion on Health Office M&E agenda	
DAI FPPM senior staff	7/19/11	Technical assistance for project PMP	Advice on creating a PMP in line with the Mission's PMP
DG technical staff, Alain Kabeya	7/20/11	Katanga DQA plan	Draft of DQA plans for IFES and DAI projects
P&S staff, Clement Kashala	7/20/11	Discussions on final evaluation of the PACT CCC project	Plans were drafted for the PACT final evaluation
DG technical staff, Alain Kabeya, and M&E Specialist Olivier Mumbere	8/2/11	Finalization of the Katanga DQA plans	Plans were finalized for DQAs of the IFES and DAI projects in Katanga
P&S Staff, Clement Kashala and M&E Specialist Olivier Mumbere	8/2/11	Finalization of plans for the evaluation of the PACT CCC project	Final plans for the final evaluation of the PACT CCC project
PACT/DRC COP	8/2/11	PACT CCC final evaluation	This was the start of the final evaluation of the project
Expanded Social Protection Meeting	8/10/11	Social protection technical update	These are technical coordination meetings
IMA M&E Advisor	8/11/11	Discussions about the timeline of the SGBV evaluation	Updated schedule of site visits
Expanded Social Protection Meeting	9/14/11	Social protection technical update	These are technical coordination meetings

Section

5

ANNUAL ACTIVITY SUMMARY

The table below highlights the major planned (or already realized) activities for the upcoming quarter

Activities	Period	Place of performance	Comments
M&E capacity building workshop	Done	Kinshasa	Mathematica staff, USAID DRC staff, IP staff
Comparative assessment of the CRS and MSI peace building programs	Q4	Eastern Congo	dTS staff and local partners
Final Evaluation of the DAI Bridge program	Q4	Kinshasa and other provinces to be determined	dTS staff and local partners
Assessment of the USAID DRC SGBV programming	Q4-Q1 FY2012	Eastern Congo	dTS staff and local partners
Completion of the mission's technical offices PMPs	Ongoing	Kinshasa	dTS staff
Assessment of USAID DRC capacity building programming with GDRC	Ongoing	Kinshasa and selected provinces	dTS staff and CEPAs expert
Gender Audit of USAID DRC programs	Q3	Kinshasa and field visits	dTS staff and local partner
Comparative assessment of the CRS and MSI peace building programs	Q4	Eastern Congo	dTS staff and local partner (BEED)
Final Evaluation of the DAI Bridge program	Q4	Kinshasa and other provinces to be determined	dTS staff and local partner (CEPAS)
Assessment of the USAID DRC SGBV programming	Q4-Q1 FY2012	Eastern Congo	dTS staff and local partners and two external consultants
Completion of the Mission's technical offices PMPs	Q4	Kinshasa	dTS staff

Activities	Period	Place of performance	Comments
USAID/DRC Capacity Building Assessment	Ongoing	Kinshasa	USAID and internal dTS Staff
USAID/DRC GIS Assessment	Q4-Q1 FY2012	Kinshasa	dTS Staff, external consultant and USAID staff
Completion of FY 12 Evaluation and DQA Plan	Q4	Kinshasa	USAID and internal dTS staff